

POSTAL SERVICE PROJECT
MAIL IMPROVEMENT PROGRAM
QUESTIONNAIRE

1. Number of pieces of mail intended for mailing in the postal system prepared and/or handled each month:

a. Letter-size mail:

(1) Ordinary envelopes	<u>21</u>
(2) Window envelopes	<u>0</u>
Total	<u>21</u>

b. Flats (over 5-3/4" x 11-1/2"):

(1) Up to 8-1/2" x 11-1/2"	<u>0</u>
(2) 9" x 12"	<u>0</u>
(3) Over 9" x 12"	<u>239</u>
Total	<u>239</u>

c. Self-mailers:

(1) Post cards	<u>0</u>
(2) ADP cards	<u>0</u>
(3) Fold over reply cards	<u>0</u>
(4) Booklets	<u>0</u>
(5) Other	<u>0</u>
Total	<u>0</u>

GRAND TOTAL

260

25 YEAR RE-REVIEW

2. Are insert sizes (as a rule) compatible with envelope sizes?
Yes ☒ No ☐
3. Is it customary to fold inserts and use letter-size envelopes in lieu of flats where possible? Yes ☐ No ☒
4. What types of material are normally mailed in flats?
Investigative and administrative
5. Are any envelopes sealed with strings, clasps or staples? Yes ☐
No ☒ If yes, describe types of material and reason for using fasteners employed.
6. Do envelopes or flats used comply with the colors prescribed in the attached general information guidelines? Yes ☒ No ☐
Note: Most flats are a brown "Kraft" color. Is this color used for mailings?
Yes ☒ No ☐
7. Addresses are (check one):
- | | |
|-----------------|-------------------------------------|
| Typed | <input type="checkbox"/> |
| Hand Stamped | <input checked="" type="checkbox"/> |
| Addressographed | <input type="checkbox"/> |
| Handwritten | <input type="checkbox"/> |
8. Do address characters comply with the color, size, and spacing requirements set forth in the attached general information guidelines? Yes ☒
No ☐ If no, please describe variances.
9. If window envelopes are used, do they have a transparent covering over the window? Yes ☒ No ☐ If no, describe type of envelopes employed.
10. In general, are envelopes addressed in conformance with the standards set forth in paragraphs 10, 11, and 12 of the general information? Yes ☒
No ☐ If no, describe differences and reasons therefore.

11. Cost of mailing is covered by (check one):

a. Postage stamps

☒ _____

b. Metered mail machine

c. Penalty indicia

☒ _____

ADMINISTRATIVE - INTERNAL USE ONLY

☐ **UNCLASSIFIED**
☐ **INTERNAL USE ONLY**
☐ **CONFIDENTIAL**
☐ **SECRET**

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Postal Service Project; Mail Improvement Program

FROM:**EXTENSION****NO.**

C/SR&CD/OS

DATE

8 January 1970

TO: (Officer designation, room number, and building)**DATE****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Planning Staff, OL
1236 Ames Center Bldg.

2.

3.

The attached questionnaire has been completed by the [redacted] Section of the Security Records and Communications Division, OS.